Below are some useful tips to help Africa RISING researchers create FtF indicators data reports through the Project Monitoring and Mapping Too (PMMT). This document should be used together with the detailed PMMT [user guide](http://dev.harvestchoice.org/africarising/downloads/AR-PMMT_User_Guide_v1_06242014.pdf). Before creating 2014 FtF data reports, please review pages 31 – 46 of the PMMT user guide carefully. If you run into problems while creating FtF data reports, please send us your [questions](https://harvestchoice.wufoo.com/forms/sjx3n7f1r5gix9/).

* Before you start creating 2014 FtF data reports, please download Google Chrome [here](https://support.google.com/chrome/answer/95346?hl=en) (for free). We noticed that the PMMT has better compatibility with Google Chrome (than with Internet Explorer).
* Please clear your web browser’s cache before starting to create 2014 FtF data reports.

Each time you access a file through your web browser, the browser caches (stores) it and you should periodically clear the cache to allow your browser function more efficiently.

* IFPRI has assigned **publishing** right to selected Africa RISING researchers who attended the PMMT training as well as other researchers (Principal Investigators) who were unable to attend the training. Researchers with publishing right can create new user account with publishing right to other researches to whom they would like to delegate the responsibility of creating 2014 FtF data reports. Please use the “User Name” and “Password” assigned to you (by the M&E team or by your Principal Investigator) to log into the PMMT and create/edit FtF data reports.
* If are assigned a **publishing** right and would like to create new user accounts with publishing rights, please don’t forget to make a note of the username and password (which has to be at least 6 digits) you used to create the new user account (with publishing right) before you move away from the page. Then please share the log in credentials with the individual to whom you have created the new account. Please also share the credentials with the M&E team for monitoring purpose. The M&E team is currently updating the PMMT to allow an automatic email to be sent when a new user account is created.
* When creating 2014 FtF data report, please assign a **unique descriptive title** that you can easily remember at a later date when, for example, you go back to the PMMT to edit/modify/update your report. For example, for a researcher from Tanzania who is creating a 2014 FtF report for Work Package 2, a good descriptive title could be “*Tanzania\_WorkPackage2\_2014.”* Until the M&E team is able to create country-specific FtF data entry modules, all Africa RISING researches will be sharing the same space to save their FtF data reports and it is crucial that researchers assign unique descriptive titles to be able to distinguish their report from other reports created by their colleagues for other working packages in other sites.
* To avoid duplicate data reports for a single work package, we encourage Principal Investigators to identify members of their researcher teams who will be responsible for creating/editing FtF data reports for each working package that is one data report for each work package in each site.
* FtF indicator values you enter using the data entry module are not associated with the single village you have selected above in the mapping section of the application. Please refer to the 'Sites' line item in the report details above for the names of the villages associated with your FtF data report.
* The M&E team is currently updating the list of **technologies**, **commodities**, and **partners** researchers will be asked to choose while creating new data reports, including for FtF indicators. In the interim, the “Technologies”, and “Commodities” buttons have been made **optional** to allow researchers creating FtF data report to be able to *proceed to the next step*, even if they don’t see the technology, commodity, or partner they are working on in the drop down menu. Reporting on FtF indicators does not require identification of technologies and commodities.
* The PMMT has been developed to allow researchers enter FtF data twice a year (“1st semester” and “2nd semester”). If you are entering 2014 FtF data **annually** (as you most likely would) please input data only in the **“2nd semester”** column of 2014. Please don't enter data twice in both semesters, if your data refer to the whole year.

***Good luck with creating 2014 FtF data reports using the PMMT!***

***IFPRI M&E Team***